

CLASS TITLE: COMMERCIAL DRIVERS LICENSE SKILLS EXAMINER (DMV)

Class Code: 02527401

Pay Grade: 24A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Division of Motor Vehicles (DMV), to assist in the administration of written, visual, oral and performance tests to applicants in connection with the issuance of motor vehicle operators' licenses and commercial licenses; and to do related work as required.

SUPERVISION RECEIVED: Work is subject to the general supervision of a superior; work is reviewed for conformance to established techniques and procedures.

SUPERVISION EXERCISED: Reviews the work of clerical assistants as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Division of Motor Vehicles (DMV), to assist in the administration of written, visual, oral and performance tests to applicants in connection with the issuance of motor vehicle operators' licenses and commercial licenses.

To review, for completeness and accuracy, all applications and supporting documents for motor vehicle operator or commercial licenses, prior to administration of driver qualifying tests and notarize such applications as required.

To administer and score eye tests to determine the visual acuity of applicants; to administer and score written tests and give decisions thereon to be used for qualifying applicants for a motor vehicle operator's permit, commercial permit, operator license or commercial license.

To administer and score road or skills tests and to render decisions as to whether or not an applicant receives an operator license or commercial license.

To administer and score oral tests for candidates having limited English proficiency.

To lecture on driving safety to applicants.

To respond to inquiries from the public and co-workers and provide correct information on requirements and procedures.

To conduct license and registration transactions, as required to conduct or complete a road or skills test.

To receive taxes, fees and other monies pertaining to licensing and registration transactions, and to maintain simple records thereof.

To issue, at the counter or over the telephone, general information concerning license applications and examinations and to make appointments for applicants.

To provide friendly, professional, and courteous service to all customers.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of driver testing procedures; a thorough knowledge of federal and state commercial driver testing procedures; a working knowledge of Rhode Island Motor Vehicle Laws pertaining to the licensing of motor vehicle operators; the ability to deal tactfully with the public; the ability to provide friendly, professional and courteous customer service; the ability to express ideas clearly in written and oral English; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from a college of recognized standing; and

Experience: Employment in a position involving the examination and approval of applications for operator or commercial licenses.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid commercial driver's license, at the time of appointment and continually thereafter.
2. Must, at the time of application and continually thereafter, maintain a good driving record.
3. At the time of application and annually thereafter, must successfully pass a nationwide criminal background check in accordance with applicable federal regulations. Criteria for not passing the criminal background check includes, but is not limited to, any felony conviction within the last 10 years or any conviction involving fraudulent activities.
4. Before being certified to administer CDL knowledge and/or skills tests, must complete formal CDL training and examination in accordance with applicable federal regulations.
5. Must meet the meet the qualification and training standards of FMCSA §384.228 regarding CDL knowledge and skills examinations.

Class Created: November 21, 2021